



Level 2 Account Setup

**Step-by-Step Instructions for Doing
Electronic Business With The
Farm Service Agency**



Level 2 Access

http://www.fsa.usda.gov/FSA/stateofapp?mystate=mt&area=home&subject=landing&topic=landing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://www.fsa.usda.gov/mt/ Go Links

USDA United States Department of Agriculture
Farm Service Agency

MONTANA

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Browse by Subject

- County Offices
- County PCP Data
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- Programs
- Newsletters
- State News Releases
- State Events

You are here: Montana

Message from the State Executive Director

Welcome to the Montana State Farm Service Agency (FSA) website. FSA assists Montanas farmers and ranchers in preserving and promoting agriculture within Montana.

Best Wishes,
Randy Johnson

In the News

May 23, 2007 - Women Stepping Forward for Agriculture Symposium October 2 and 3, 2007, Dillon (news release) (agenda) (flyer) (scholarship application)

May 23, 2007 - Tribal Outreach Forum, September 24-27, 2007, Bozeman (agenda)

May 3, 2007 - The FSA peek for May, read for important deadline dates and upcoming events.

March 26, 2007 - DCP Deadline Extended (more)

February 23, 2007 - FSA Accomplishments for FY 2006 explaining payments by program and by individual county. (more)

February 13, 2007 - Counter-cyclical Payments Not Issued for Certain Crops (more)

January 26, 2007 - FSA in Montana has submitted a plan to the National FSA headquarters to close 7 offices (more)

I Want To...

- View Directory of State Office Personnel
- View Individual County Newsletters
- View National Handbooks
- View Montana Drought Map
- View FSA Hay Net

Hot Links

- 2007 County Committee Election Information
- Alphabetical Listing of Montana FSA Employees
- Information for Guarantee Lenders
- Montana Producer Handbook Fact Sheets-Fact Sheets for programs administered by FSA in Montana
- Information on Managed Haying and Grazing on CRP acres

start | Inboxes - Microsoft Out... | Microsoft PowerPoint ... | http://www.fsa.usda... | Create an Account - ... | 9:11 AM

1. Type in the following web address and press "enter"

<http://www.fsa.usda.gov/mt>

2. Click on "Online Services"



Level 2 Access

FSA - Online Services - Microsoft Internet Explorer

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Address http://www.fsa.usda.gov/FSA/webapp?area=online&subject=landing&topic=landing Go Links

USDA United States Department of Agriculture
Farm Service Agency

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Information For...

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- Aerial Photography
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- Economic and Policy Analysis
- Environmental and Cultural Resource Compliance
- Farm Loan Programs
- Laws and Regulations
- Outreach and Education

You are here: [FSA Home](#) / [Online Services](#) **Online Services**

Online Services

For your convenience we have provided several services online. If you are new to the site and would like to obtain a USDA Service Center Customer ID and password, please **Register** now. Several online services do not require an ID and password.

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the [Create An Account Page](#).

eForms

Why go down to your local service center - go here to find the forms you need and submit them electronically.

Electronic Loan Deficiency Payments (eLDP)

Related Topics

- eLDP
- eDCP
- eFOTG
- ESII
- Financial Inquiries for FSA Producers
- Hay Net
- USDA Customer Statement
- Sugar On-Line Forms

Media Help

To view PDF files you must have [Adobe Acrobat Reader](#) installed on your computer.

To view Flash files you must have [Macromedia Flash Player](#) installed on your computer.

Questions?

http://www.fsa.usda.gov/FSA/webapp?area=online&subject=landing&topic=landing Trusted sites

start 9:03 AM

3. Click on
“Create an
Account Page”



Level 2 Access

Create an Account - Microsoft Internet Explorer

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Address http://www.eauth.egov.usda.gov/eauthCreateAccount.html Go Links

USDA United States Department of Agriculture
USDA eAuthentication

login :
password :

Home About eAuthentication Help Contact Us Service Centers

Create an Account

What Level of Access do you need?

If you are a USDA Federal Employee, you should visit the **USDA Employee Create an Account** page to create a USDA eAuthentication Employer Account.

If you are a customer (non USDA Federal Employee) of USDA, you should answer the following questions to determine the type of account you will need:

Would you like to interact with the USDA doing the following?

- Conducting official electronic business transactions via the Internet?
- Entering into a contract with the USDA?
- Submitting forms electronically via the Internet with a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 2 Access**.

If you already have an account with Level 1 Access, **log into your profile** and apply for Level 2 Access.

Would you like to interact with the USDA doing the following?

- Customizing a Web portal page for specific information about USDA agencies?
- Obtaining general information about a specific USDA agency?
- Participating in public surveys for a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 1 Access**.

eAuthentication Home | USDA.gov | Site Map

Done Trusted sites

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4. Click on “Level 2 Access”



Level 2 Access

Create an Account - Step 1 of 4: User Information - Microsoft Internet Explorer

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Address https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel2Step1.jsp

USDA United States Department of Agriculture
USDA eAuthentication

login : v2
password :

Home About eAuthentication Help Contact

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration
- Authority Login

Create an Account

Form Approved - OMB No. 0503-0014

Level 2 Access
Step 1 of 4: User Information

If you are a USDA Federal Employee, click [Employee Create an Account](#) to begin the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name as it appears on your government issued photo ID (e.g. state driver's license)

User ID*:

Password*:

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Address*:

City*:

State*:

Home Postal/Zip Code*:

5. First and last name must match name on photo ID

6. 'User ID' must contain only letters or numbers. (6-20 characters)

7. Password requirements:

- *At least 1 uppercase letter
- *At least 1 lowercase letter
- *At least 1 of the following non-alphabet characters: 0 1 2 3 4 5 6 7 8 9 ! # - \$ % * = + : ; , ? ~

(9-12 characters)

- *Must NOT contain your first and last name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, security questions or answers, address or city
- *Can NOT contain dictionary words, spaces, tabs, or any other special characters not listed above
- *Will expire in 180 days



Level 2 Access

Create an Account - Step 1 of 4: User Information - Microsoft Internet Explorer

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Address <https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel2Step1.jsp>

Home Postal/Zip Code*:

Country Name*:

Email address must be valid to complete registration

Email*:

Confirm Email*:

Home Phone: () -

International Home Phone: (if applicable)

Alternate Phone: () -

International Alternate Phone: (if applicable)

Mother's Maiden Name*:

4 digit PIN*: NOTE: You cannot use a zero as the first digit

Your Date of Birth*: mm/dd/yyyy

Please create your 6 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

Click the **Continue** button to go to Step 2

Reset Continue

start | Taskbar | Internet Explorer | 9:03 AM

8. Mother's maiden name, Personal Identification Number (PIN), and security questions will be used for verification if you forget your password.

REMEMBER THIS.

9. After information is completed, click on "Continue"



Level 2 Access

Create an Account - Step 2 of 4: User Information Confirmation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://eauth.sc.egov.usda.gov/eAuth/selfRegNewUserLevel2.do>

Home About eAuthentication Help Contact Us Service Centers

Create an Account

Level 2 Access
Step 2 of 4: User Information Confirmation

Verify your Level 2 access information.

Click the **Back** button to make changes or click the **Submit** button to create your account with Level 2 access.

User ID:
Password:
First Name:
Middle Initial:
Last Name:
Email:
Home Address:
City:
State/Province:
Home Postal/Zip Code:
Country Name:
Home Phone:
Alternate Phone:
Mother's Maiden Name:
4 Digit Pin:
Your Date of Birth:

Your 6 Security Questions and Answers:
What city were you born in?
What is the name of your first pet?
What is your father's middle name?
What is your first teacher's name?
What was the make of your first vehicle?
What was your high school mascot?

Please verify that your information is correct before clicking the **Submit** button.

Back **Submit**

Trusted sites

E:\FSA Egov Microsoft Power... FSA - Online Se... Create an Acco... 12:18 PM

10. After Clicking Continue on the previous window, this page will be displayed showing the information that you entered.

12. If correct, click on "Submit"

11. To revise or make corrections, click "Back"



Level 2 Access

Create an Account - Step 3 of 4: Print and Check Email - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://eauth.sc.egov.usda.gov/eAuth/selfRegCompleteLevel2.do?method=confirm>

Create an Account

Level 2 Access
Step 3 of 4: Print and Check Email

Please print this page for future reference.

Congratulations, only one more step to complete your initial registration!

You should receive a confirmation email within 1 hour from eAuthHelpDesk@usda.gov with the subject line of 'Activate Your USDA Account with Level 2 Access within 7 Days'. **Step 4 is contained within this email. Please refer to the instructions in the email to complete your registration.**

The User ID you created is
The email address you provided is:

Level 2 access activation process:

1. Click on the email confirmation link provided in the email within **7 days**. Be sure to follow the instructions provided in the confirmation email. **If you do not click on the email confirmation link within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

NOTE: Once you click the email confirmation link in the email, you will have an account with limited access that allows you to review your account information online.

2. Go to the eAuthentication web site at www.eauth.egov.usda.gov and click on "Update Your Account" link and login to review the account information you provided to ensure it is correct (e.g. first name, last name, etc. are the same as your government issued photo ID).
3. Take your government issued photo ID (e.g. state issued driver's license) and present it in person to a USDA Local Registration Authority (LRA) for activation of your account with Level 2 access. To find the nearest USDA Service Center office go to <http://offices.sc.egov.usda.gov>

NOTE: Until a USDA Local Registration Authority (LRA) activates your account with Level 2 access, you will NOT be able to conduct official electronic business transactions with the USDA via the Internet.

If after 24 hours you do not receive the confirmation email:

1. Check your email provider filters.
2. Check your personal email filter settings.
3. Contact the ITS Service Desk at eAuthHelpDesk@usda.gov or 800-457-3642. Please provide your User ID, first and last name, and email address.

Done

start eGovScreen.doc -... Create an Account...

Trusted sites 11:42 AM

15. Important:
You must respond to the e-mail within 7 days or the entire process will be terminated and need to be completed again.

13. This page is displayed after clicking submit on the previous window. Read this page carefully for further instructions.

14. At this point, you are finished creating an account. The application can be completed after receiving the confirmation email.



Level 2 Access

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Address <http://by103fd.bay103.hotmail.msn.com/cgi-bin/getmsg?msg=C4E137D1-CD7D-4424-ADEB-CAD62C5EDD87&start=0&len=8115&imgsaf=n&curml> Links

Subject: Action Required: Instructions to Activate Your USDA Account with Level 2 Access

Level 2 Access
Step 4 of 4: [Link to Account Activation page](#)

Congratulations you have successfully created a USDA eAuthentication account.

Before you can use your account with Level 2 access you must do the following:

1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 2 access.
2. Activate your account within 7 days of the receipt of this email.
3. Click **ACTIVATE MY ACCOUNT**

NOTE: Once you click the activation link, you will have an account with limited access that allows you to review your account information online.

4. Go to the USDA eAuthentication web site at <http://www.eauth.egov.usda.gov> and click on "Update Your Account" link and login to review the same account information you provided to ensure it is correct (e.g. first name, last name, etc. are the same as your govt. issued photo ID). You can also review or update your account information by clicking [UPDATE YOUR ACCOUNT](#).
5. Take your government issued photo ID (e.g. state issued drivers license) and present it in person to a Local Registration Authority (LRA) who can activate your account with Level 2 access. Most LRAs are located at a USDA Service Center office, to find the nearest USDA Service Center office go to <http://offices.sc.egov.usda.gov>.

NOTE: Until a USDA Service Center Local Registration Authority (LRA) activates your account with Level 2 access, you will NOT be able to conduct official electronic business transactions with the USDA via the Internet.

The User ID you created is:
The email address you provided is:

Please print and retain this message for your future reference.

One hour after your account with Level 2 access has been activated by the USDA Service Center employee, you should have access to conduct official electronic business transactions with the USDA via the Internet.

The first time you use your account with Level 2 access, you will be asked to update your password to the Level 2 access password requirements.

If you need further assistance, please email the ITS Service Desk at eAuthHelpDesk@usda.gov or call 800-457-3642.

Please include the following information in your email:

- Your first and last name

start eGovScreen.doc -... MSN Hotmail - Me... Internet 11:53 AM

16. The confirmation email will look like this page. The email instructs you to visit your local USDA Service Center to have your identity verified and authenticated. After reading **ALL INSTRUCTIONS**, click on "ACTIVATE MY ACCOUNT"



Level 2 Access

Account Activation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address: nks

USDA United States Department of Agriculture
USDA eAuthentication

login: Password:

Home About eAuthentication Help Contact Us Service Centers

Account Activation

Thank you, your account has been activated.

If you are a USDA Federal Employee, no further action is needed.

Please wait approximately 20 minutes from the time of activation before using this account.

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access, you will still need to visit a USDA Service Center for identity-proofing if you have not already.

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with only Level 1 access, no further action is needed.

Close Window

eAuthentication Home | USDA.gov | Site Map

Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

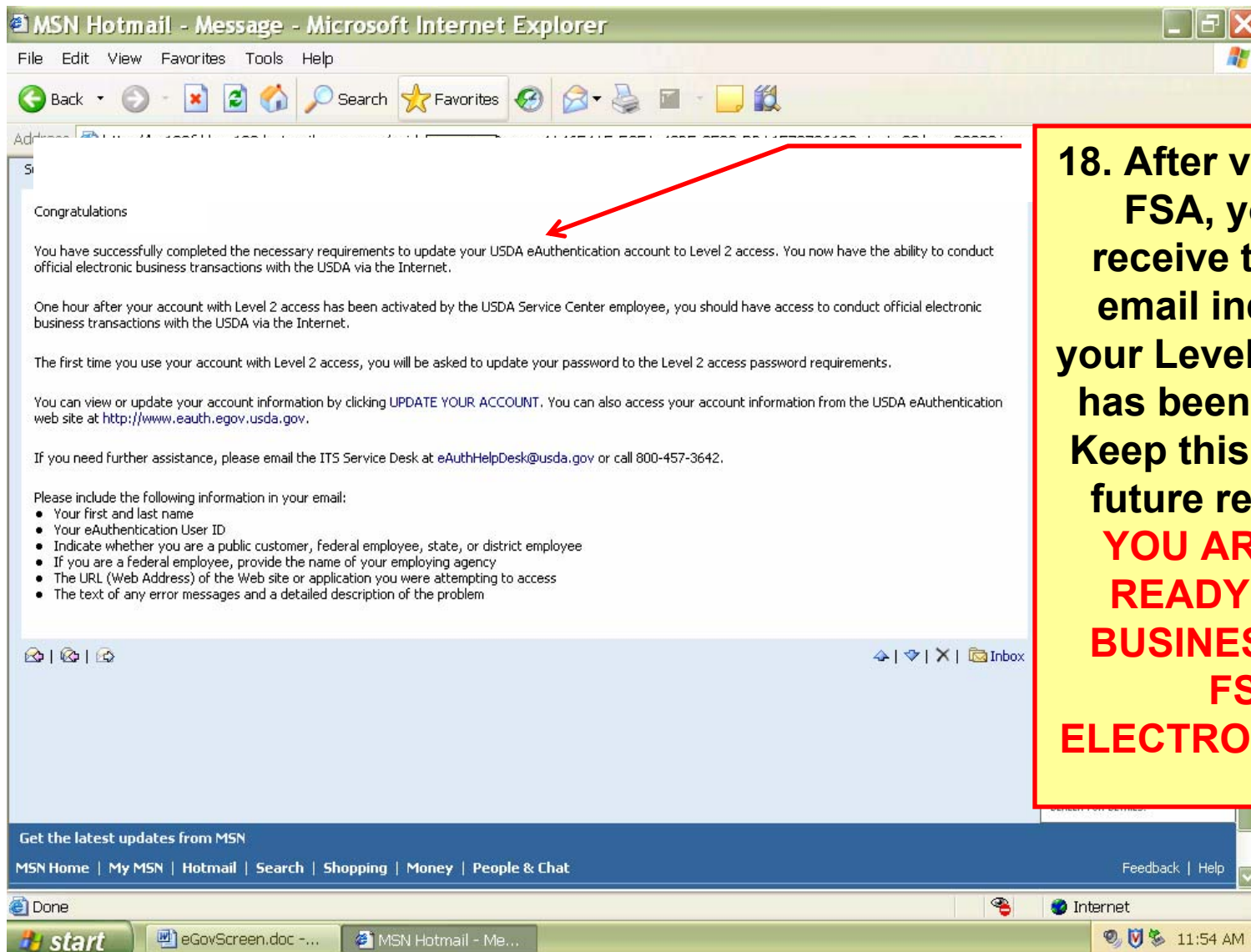
Done Trusted sites

start eGovScreen.doc -... MSN Hotmail - Me... Account Activation... 12:42 PM

17. When you click on "ACTIVATE MY ACCOUNT" you will see this page informing you of your activated account. Now you can go to a USDA Service Center to show your identification.



Level 2 Access



18. After visiting the FSA, you will receive this final email indicating your Level 2 Access has been granted. Keep this email for future reference.

YOU ARE NOW READY TO DO BUSINESS WITH FSA ELECTRONICALLY!



Note: if your time between logging in with your username and password has been **more than 13 months**, your password will have to be reset.